

# **Course Outline**

## **POST Certified Internal Affairs Investigation Course**

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**COURSE LENGTH 8-HOURS**

- I. INTRODUCTION
  - A. Learning Goals and Objectives
    - 1. Familiarize the student to the Public Safety Officers Procedural Bill of Rights Act.
    - 2. Familiarize the student with the Discipline Process/Procedural Due Process.
    - 3. Introduce the employee to the Internal Affairs Process.
  
- II. POBAR (Public Safety Officers Procedural Bill of Rights Act)
  - A. PROCEDURES
    - 1. Complaints from the public.
    - 2. The nature and scheduling of an interrogation.
    - 3. Representations at investigations and interrogations.
    - 4. The “Lybarger Warning.”
    - 5. Documents to be provided.
    - 6. Tape-recording of the interrogation.
    - 7. Assignment of the accused officer during investigation.
  - B. PRIVACY
    - 1. Polygraph Examinations.
    - 2. Financial Records.
    - 3. Media Attention.
    - 4. Searches.
  - C. PERSONNEL FILES
    - 1. Entries.
    - 2. Access.
    - 3. Confidentiality
    - 4. Discovery (PITCHESS MOTIONS)
  
- III. DISCIPLINE/PROCEDURAL DUE PROCESS
  - A. DISCIPLINE
    - 1. Disciplinary and Values Review Boards
    - 2. Statutes of Limitations, Penalty Considerations and Training.
  - B. ADMINISTRATIVE APPEALS
    - 1. “Skelly Hearing.”
    - 2. Grievance Procedures
  
- IV. INTERNAL AFFAIRS PROCESS
  - A. COMPLAINT AND COMPLAINT RECEPTION
    - 1. Reception Procedure
    - 2. Supervisor’s Role

- 3. Values Based Policing Considerations
- B. PASADENA COMMUNITY MEDIATION PROCESS
  - 1. Qualifications
  - 2. Approval Process
  - 3. Mediation Process
- C. INVESTIGATION
  - 1. Format.
  - 2. Basic Rules.
  - 3. Physical Evidence.
  - 4. Searches/Search Warrants.
- D. EMPLOYEE INTERVIEW PROTOCOL
  - 1. Notification
  - 2. Representation.
  - 3. Admonishments.
  - 4. Q & A
  - 5. Recordings.
  - 6. Interview/Interrogation Skills.
- E. DISCIPLINE
  - 1. What is Discipline?
  - 2. Recommending Appropriate Discipline.
  - 3. Notice of Intended Discipline.
  - 4. Notice of Discipline.
  - 5. Dispositions of Internal Affairs Investigations.
- F. PERFORMANCE IMPROVEMENT PROGRAMS
  - 1. Objectives.
  - 2. Background.
  - 3. Training.
  - 4. Documentation
  - 5. Performance Based.
  - 6. Not Responding to Training.
  - 7. Recommendations.
- V. PRACTICAL EXERCISES
  - A. VISITING THE SCENE
    - 1. What could they see?
    - 2. What could they have heard?
  - B. CONTACT THE COMPLAINANT
    - 1. Interview.
    - 2. Identify Misconduct.
    - 3. Collect evidence.
    - 4. Identify witnesses.
  - C. DETERMINING A COURSE OF ACTION
    - 1. Evaluate Counseling Scenarios.
    - 2. Evaluate Section Level Scenarios.
    - 3. Evaluate Formal Disciplinary Scenarios.
    - 4. Obtain Administrative Approval.

D. HANDLING A COMPLAINT INVESTIGATION/BREAK OUT GROUP  
EXERCISE (The practical exercises focus on applying the principles of Values  
Based Policing).

1. Conduct the Investigation.
2. Write the Allegations.
3. Write the Summary.
4. Write the Conclusion.
5. Write a Recommendation.
6. Evaluate the Investigation.